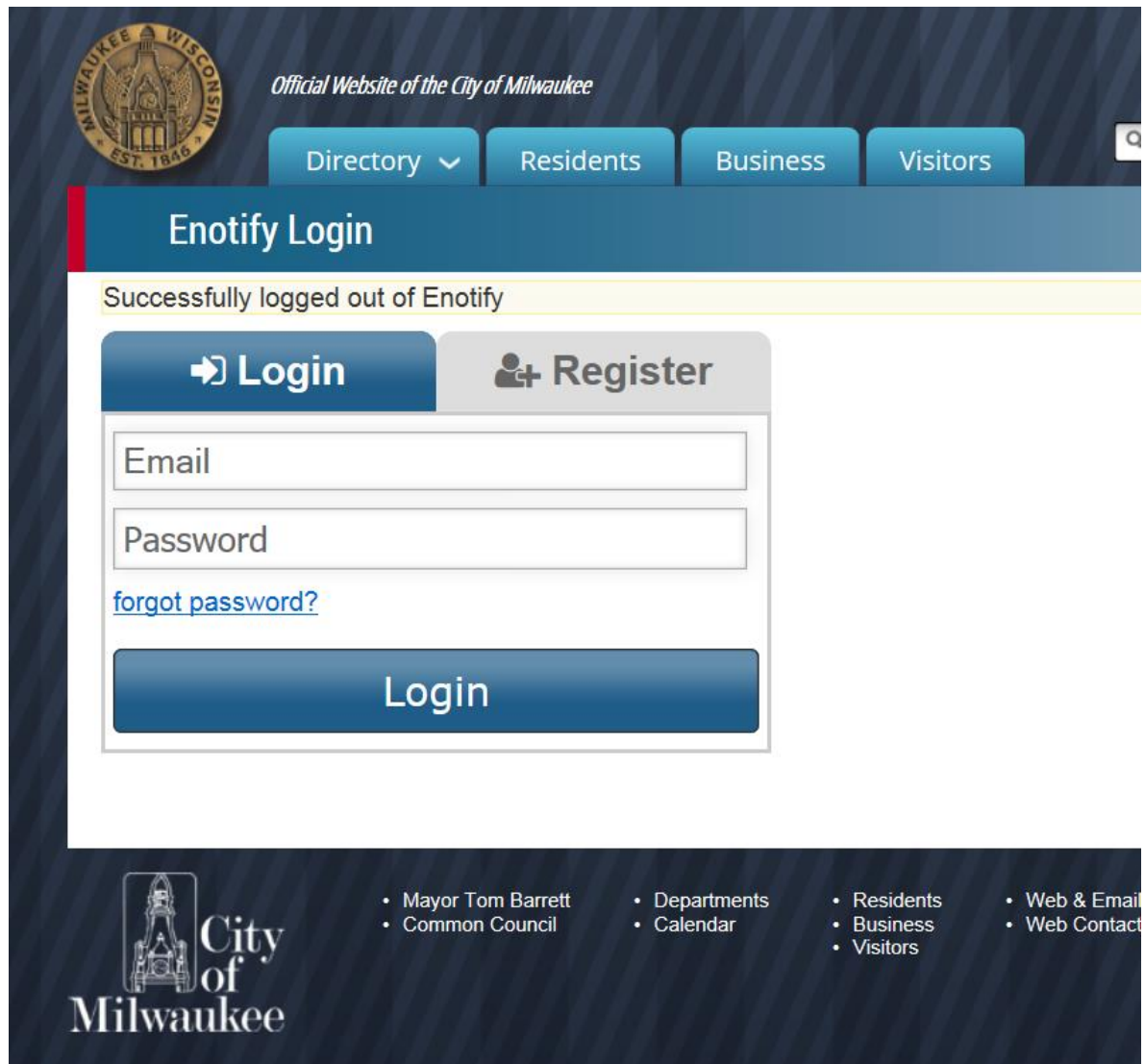


E-Notify Procedure

Use the following URL to access E-Notify

<https://itmdapps.milwaukee.gov/Portal/login.jsp?from=/Enotify/index.jsp>



The screenshot shows the official website of the City of Milwaukee. At the top left is the City of Milwaukee seal. To its right is the text "Official Website of the City of Milwaukee". Below this are four navigation buttons: "Directory" (with a dropdown arrow), "Residents", "Business", and "Visitors". A search bar is partially visible on the right. The main heading is "Enotify Login". Below this is a yellow message bar that says "Successfully logged out of Enotify". The login section has two tabs: "Login" (active) and "Register". Under the "Login" tab, there are two input fields: "Email" and "Password". Below the "Password" field is a blue link that says "forgot password?". At the bottom of the login section is a large blue button labeled "Login". The footer of the page features the "City of Milwaukee" logo on the left and a list of links on the right: "Mayor Tom Barrett", "Common Council", "Departments", "Calendar", "Residents", "Business", "Visitors", "Web & Email", and "Web Contact".

Official Website of the City of Milwaukee

Directory Residents Business Visitors

Enotify Login

Successfully logged out of Enotify

[Login](#) [Register](#)

Email

Password

[forgot password?](#)

Login

City of Milwaukee

- Mayor Tom Barrett
- Common Council
- Departments
- Calendar
- Residents
- Business
- Visitors
- Web & Email
- Web Contact

E-Notify Subscription process

Use the process below to receive notifications from E-notify for an area of your interest

[Go to the register link to add your email id for notifications as shown below](#)

The screenshot shows a web browser window displaying the 'E-notify Login' page. The browser's address bar shows the URL: <https://itmdapps.milwaukee.gov/Portal/login.jsp?from=/Enotify/index.jsp#register>. The page has a dark blue header with the 'City of Milwaukee Portal' logo and navigation links: Directory, Residents, Business, and Visitors. Below the header, there are two tabs: 'Login' and 'Register'. The 'Register' tab is selected. The registration form includes a legend stating '** indicates a required field'. The form fields are: Milwaukee.gov Username, Email (marked with a red asterisk), Name (marked with a red asterisk), Address, City, State, Zip, Phone, Password (marked with a red asterisk), and Confirm Password (marked with a red asterisk). A blue 'Create Account' button is located at the bottom of the form. The Windows taskbar at the bottom shows the system clock as 2:49 PM on 5/22/2017, and the taskbar includes icons for various applications like City of Milwaukee, Notepad, Word, and Excel.

Select the options as listed in the screenshots below:

The screenshot displays the E-Notify web application interface. The browser address bar shows the URL <https://itmdapps.milwaukee.gov/Enotify/index.jsp>. The page features a navigation bar with links: Home, Print, Safety, Tools, and Help. Below this is a menu with options: Email Subscriptions, Location Based Subscriptions, Bid Subscriptions, Text Messaging, Update Information, and Logout.

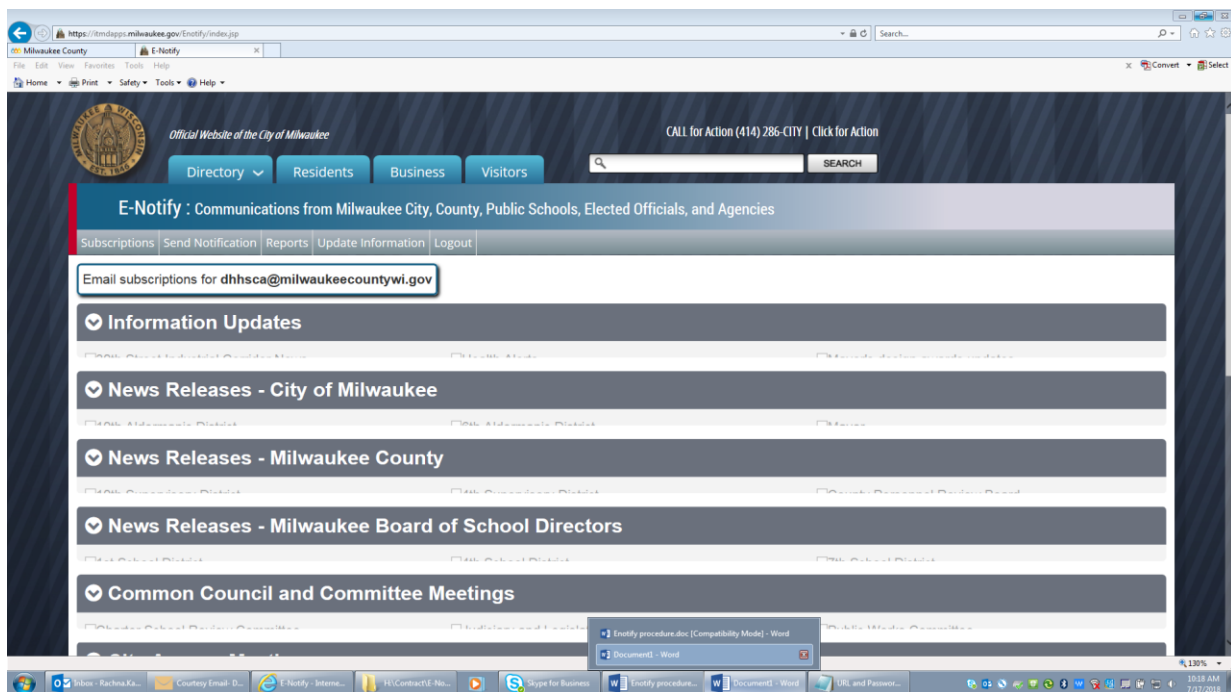
The main content area is divided into several sections, each with a title and a list of subscription options:

- News Releases - City of Milwaukee**
 - ☐ 14th Aldermanic District
 - ☐ 14th Aldermanic District
- News Releases - Milwaukee County**
 - ☐ Community Justice Council
 - ☐ 10th Supervisory District
 - ☐ Disabilities, Handy-News & Notes
 - ☐ County Clerk E-Notify
 - ☐ 14th Supervisory District
 - ☐ 1st Supervisory District
 - ☐ County Personnel Review Board
 - ☐ 17th Supervisory District
 - ☐ 4th Supervisory District
 - ☒ Department of Health and Human Services RFP Notices
 - ☐ Civil Service Commission
 - ☐ 8th Supervisory District
 - ☐ Department on Aging Events
 - ☐ County Board News Releases
 - ☐ 11th Supervisory District
 - ☐ Sheriff's Office
 - ☐ County Ethics Board
 - ☐ 16th Supervisory District
 - ☐ 2nd Supervisory District
 - ☐ County Sustainability Update
 - ☐ 18th Supervisory District
 - ☐ 6th Supervisory District
 - ☐ Department on Aging-AGenda Newsletter
- News Releases - Milwaukee Board of School Directors**

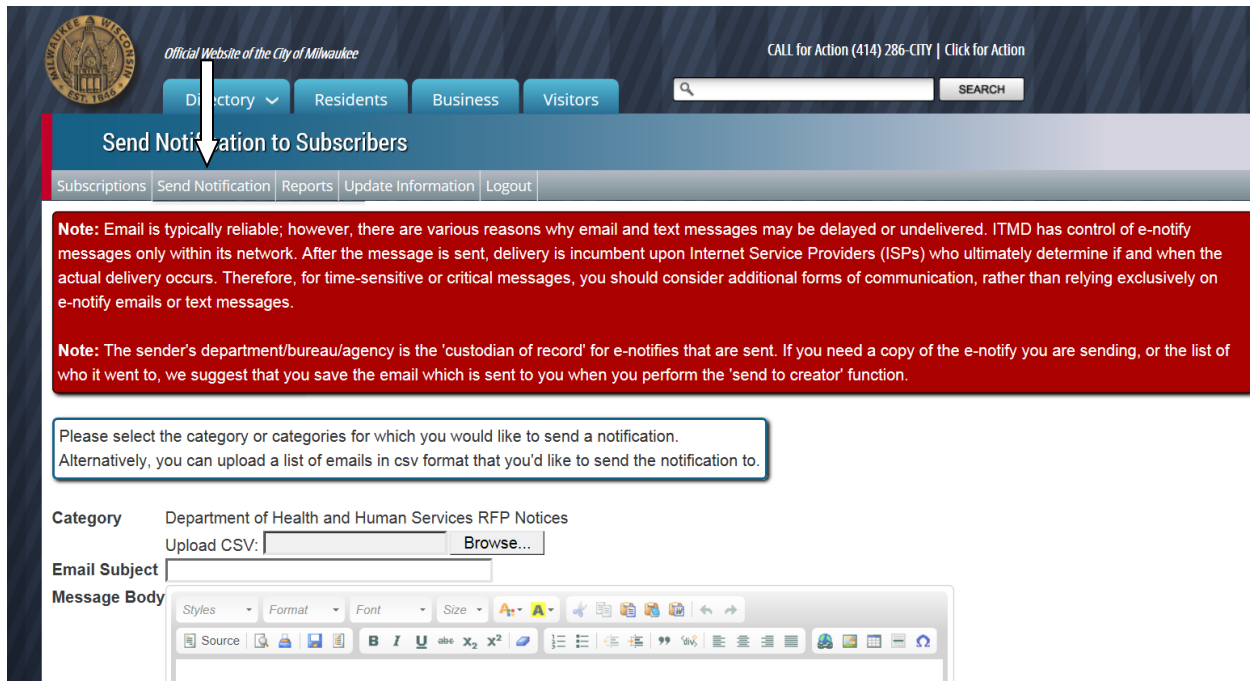
The second screenshot shows the same application with different selections:

- Common Council and Committee Meetings**
 - ☐ Community and Economic Development Committee
 - ☐ Finance Committee
- City Agency Meetings**
 - ☐ Administrative Review Appeals Board Appeals
 - ☐ Common Council and Committee Appeals
- County Committee Meetings**
 - ☐ Capital Improvements Committee
 - ☒ Mental Health Board
 - ☒ Health and Human Needs
 - ☒ County Board Digest
 - ☐ Personnel Committee
 - ☐ Judiciary, Safety and General Services
 - ☒ Finance and Audit Committee
 - ☐ Committee of the Whole
 - ☐ Parks, Energy and Environment
 - ☐ Intergovernmental Relations
 - ☐ Economic and Community Development
 - ☐ Transportation, Public Works and Transit
- Milwaukee County Department on Aging - Commission on Aging**
 - ☐ Advisory Council
 - ☐ Executive Committee

The browser's status bar at the bottom indicates a zoom level of 100%.



Hover over the **Send Notification** tab and then select **Send Email Notification**



Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

Send Notification to Subscribers

Subscriptions Send Notification Reports Update Information Logout

Note: Email is typically reliable; however, there are various reasons why email and text messages may be delayed or undelivered. ITMD has control of e-notify messages only within its network. After the message is sent, delivery is incumbent upon Internet Service Providers (ISPs) who ultimately determine if and when the actual delivery occurs. Therefore, for time-sensitive or critical messages, you should consider additional forms of communication, rather than relying exclusively on e-notify emails or text messages.

Note: The sender's department/bureau/agency is the 'custodian of record' for e-notifies that are sent. If you need a copy of the e-notify you are sending, or the list of who it went to, we suggest that you save the email which is sent to you when you perform the 'send to creator' function.

Please select the category or categories for which you would like to send a notification.
Alternatively, you can upload a list of emails in csv format that you'd like to send the notification to.

Category Department of Health and Human Services RFP Notices

Upload CSV: Browse...

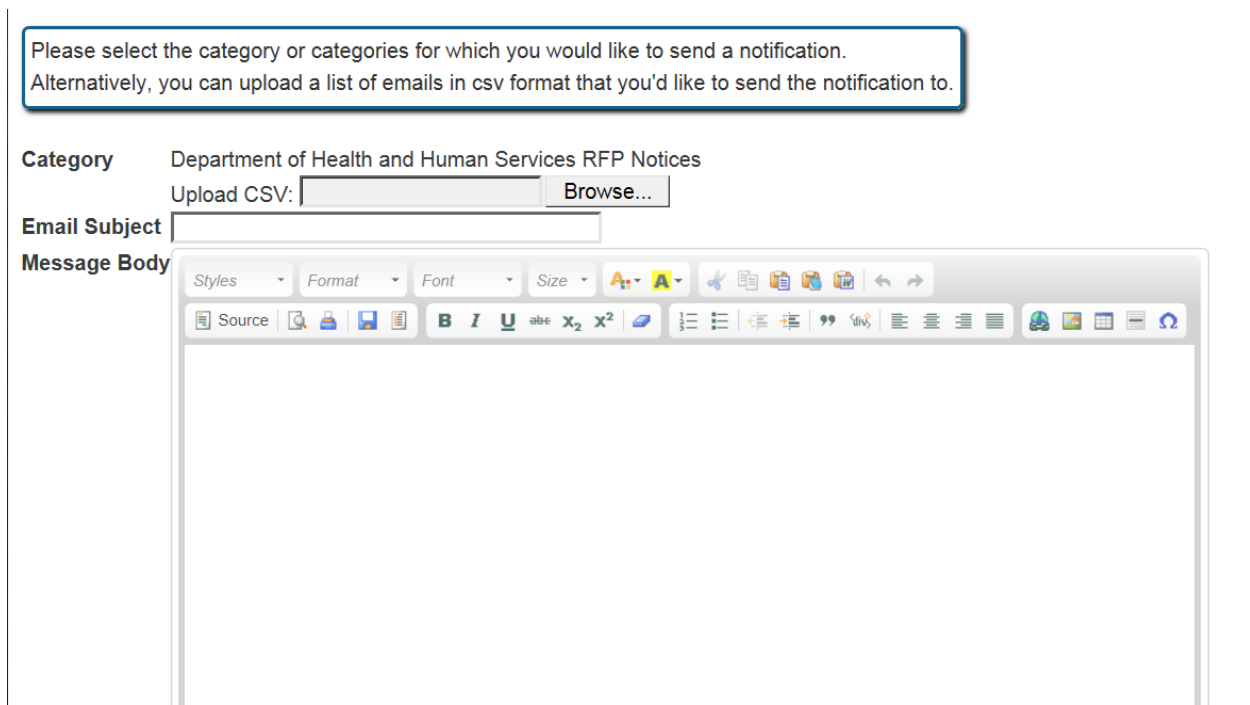
Email Subject

Message Body

Styles Format Font Size A+ A- [Icons]

Source [Icons] B I U abc x₂ x² [Icons]

Enter your subject and body text. Attach any documents



Please select the category or categories for which you would like to send a notification.
Alternatively, you can upload a list of emails in csv format that you'd like to send the notification to.

Category Department of Health and Human Services RFP Notices

Upload CSV: Browse...

Email Subject

Message Body

Styles Format Font Size A+ A- [Icons]

Source [Icons] B I U abc x₂ x² [Icons]

Below shows a sample notification:

Subscriptions	Send Notification	Reports	Update Information	Logout
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Please select the category or categories for which you would like to send a notification.
Alternatively, you can upload a list of emails in csv format that you'd like to send the notification to.

Category Department of Health and Human Services RFP Notices

Upload CSV:

Email Header

**Only enter a value here if you'd like to change the default email header that appears above the message body.
By default the email header will be "You have a You have a Milwaukee.Gov E-Notification for *category name*".
If unsure what to enter here, just leave blank.

Email Subject DHHS POS 2019 RFP

Message Body

Styles Normal Font Size A A

Source Source

The Milwaukee County Department of Health and Human Services, Housing Division and Division of Youth & Family Services, invites community agencies to participate in the Request for Proposals (RFP) process to provide the following services through Purchase of Service contracts:

Housing:

Program H-008 Housing Supportive Services - United House

Program H-011 Housing Supportive Services - Farwell Studio Apartments

Program H-024 Thurgood Marshall Apartments - Permanent Supportive Housing

DYFS:

Program DYFS-016 Alternative Sanction Program

RFP materials are available beginning July 6, 2018 from the Bonfire Procurement Hub:
<https://countymilwaukee.bonfirehub.com/portal/?tab=openOpportunities>

Attach IP letter in Attached Files.

Subscriptions	Send Notification	Reports	Update Information	Logout
---------------	-------------------	---------	--------------------	--------

RFP materials are available beginning July 6, 2018 from the Bonfire Procurement Hub:
<https://countymilw.aukee.bonfirehub.com/portal/?tab=openOpportunities>

All proposals must be received by 4 p.m. CDT on September 7, 2018

body p

**You can add html tags and css for formatting the text by clicking the 'source' button in the upper left of the body editor window

Attachment(if applicable)

Note: You can attach up to 10MB files. Some e-mail services limit the size of incoming mail and attachments.

Warning: Uploading Content to the IP Letter POS 072018.pdf

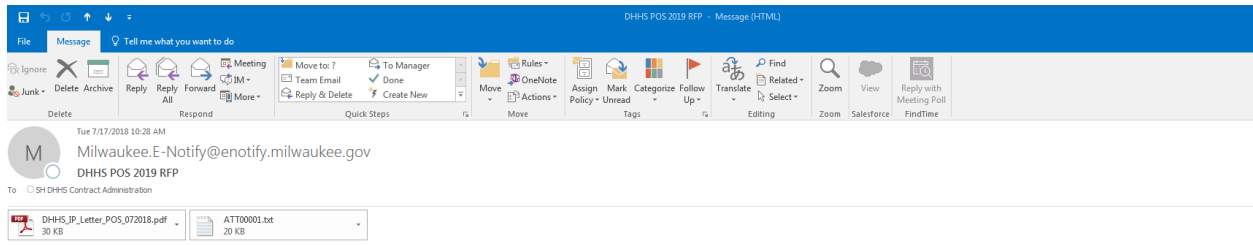
Attached Files

DHHS IP Letter POS 072018.pdf X

Browse...

After you have your email the way you would like it, select **Send to Creator**, and a copy of the email will be sent to the email of record. The email will include the attached files.

In addition, there will be a .txt file which shows all the email ids that will be receiving the notification.



If it looks acceptable, go to E-Notify and select **Send to Subscribers**. After the email is sent a message will appear telling you how many emails were sent out.

When you are finished, log out of the application.